

Committee:	Finance & Administration	Agenda Item
Date:	24 September 2009	9
Title:	2009/10 Budget Monitoring - Finance & Administration Committee budgets	
Author:	Adrian Webb, Director of Central Services Stephen Joyce, Chief Finance Officer	Item for decision

Summary

- 1 This report has been produced in accordance with the budget reporting method and timetable approved by the Finance & Administration Committee on 25 June.
- 2 The Committee is responsible for overseeing various General Fund Service Budgets and Capital Programme Schemes.
- 3 The Committee's General Fund expenditure is forecasted to be slightly under budget overall.
- 4 Capital expenditure is forecasted to be in line with budget at this stage.
- 5 The information in this report will be collated into a report covering the Council's corporate financial position to be received by the Finance & Administration Committee later on today's agenda.
- 6 The Committee will receive an update on its budgets in January.

Recommendations

The Committee is recommended to approve this report.

Background Papers

[2009/10 Budget Book](#)

Impact

Communication/Consultation	None
Community Safety	None
Equalities	None
Finance	Detailed in the report
Human Rights	None
Legal implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

Finance Administration Committee General Fund - Summary

Overall underspend is forecast	Overall, the Committee's expenditure is forecasted to underspend the budget by £14,000. Details are Appendix A.
Overspending areas	Increase in Housing & Council Tax Benefits expenditure is higher than assumed, with greater net cost to the Council and higher administration costs. Land Charges income is forecasted to be below budget.
Underspending areas	The Committee holds the budget for the corporate pay award, which will underspend because the pay award has been agreed at a level lower than that assumed for the budget.

Finance & Administration Committee Capital Programme - Summary

No variance is forecast	Capital expenditure is forecasted to be in line with budget. Details are in Appendix B.
Energy Efficiency project	Officers are examining proposals for a larger scale programme of energy efficiency works. Proposals will be brought to Members in due course.

Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Actual income and expenditure will vary from forecast, requiring adjustments to budget and/or service delivery	2 – some variability is inevitable	2 – budget will be closely monitored and prompt action taken to deal with variances	Budgetary control framework

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

APPENDIX A

FINANCE & ADMINISTRATION COMMITTEE – GENERAL FUND BUDGET

£000	April to July			2009/10 Financial Year			
	Current Budget April to July	Actual April to July	Variance April to July	Original Budget	Current Budget	Forecast Outturn	Forecast Variance
Benefit Administration	0	0	0	-217	-217	-258	-41
Car Leasing	91	117	26	0	0	0	0
Central Services	129	129	0	303	300	305	5
Committee Administration	34	34	0	92	90	90	0
Communications	44	40	-4	146	144	144	0
Conducting Elections	11	13	2	32	32	32	0
Corporate Management	324	271	-53	1,009	1,170	1,084	-86
Council Tax Benefits	0	0	0	-54	-54	-65	-11
Customer Services Centre	122	115	-7	373	367	354	-13
Democratic Representation	139	133	-6	372	372	372	0
Electoral Registration	26	23	-3	106	105	105	0
Enforcement	55	55	0	162	160	160	0
Financial Services	371	383	12	898	894	907	13
Housing Benefits	0	0	0	21	21	106	85
Human Resources	58	43	-15	172	164	137	-27
Information Technology	353	347	-6	692	684	684	0
Internal Audit	37	37	0	117	115	115	0
Land Charges	-50	-41	9	-67	-69	-49	20
Legal Services	38	44	6	146	143	143	0
Local Tax Collection	0	0	0	-120	-120	-120	0
Non Domestic Rates	0	0	0	-91	-91	-91	0
Office Services	20	19	-1	62	61	61	0
Offices Dunmow	30	35	5	35	35	35	0
Offices Saffron Walden	184	159	-25	308	308	308	0
Resources Miscellaneous	0	-19	-19	-53	-53	-57	-4
Revenues Administration	288	301	13	862	847	892	45
Committee Total	2,304	2,238	-66	5,306	5,408	5,394	-14

APPENDIX B**FINANCE & ADMINISTRATION COMMITTEE CAPITAL PROGRAMME**

£000	Actual April to July	2009/10 Financial Year					
		Original Budget	Brought forward from 2008/09	Additional External Funding in Year	Current Budget	Forecast Outturn	Forecast Variance
<u>Finance & Administration</u>							
Information Technology	129	416	218	0	634	634	0
Light Van replacement programme	0	0	36	0	36	36	0
Energy Efficiency Programme	11	50	37	0	87	87	0
Saffron Walden Office	1	60	0	0	60	60	0
Total - Finance & Administration	141	526	291	0	817	817	0